

FAMILYGRAM 05-10
EMERGENCY PREPAREDNESS FOR FAMILIES

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ROUTINE

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SUBJ/FAMILYGRAM 05-10 EMERGENCY PREPAREDNESS FOR FAMILIES//

RMKS/1. THIS NAVADMIN IS THE FIFTH IN A SERIES DESIGNED TO PROVIDE INFORMATION ON SUPPORT SERVICES, ASSISTANCE, AND ENTITLEMENTS AVAILABLE TO NAVY FAMILIES. ALL HANDS ARE ENCOURAGED TO UTILIZE THE TOOLS LISTED BELOW TO ASSIST IN DEVELOPING EMERGENCY PLANS TAILORED TO YOU AND YOUR FAMILY. SHARE THIS MESSAGE WITH YOUR FAMILY AND ENCOURAGE THEM TO CONTRIBUTE TO THE DEVELOPMENT OF YOUR FAMILY PREPAREDNESS PLAN. NOW IS THE TIME TO ENSURE YOU AND YOUR FAMILY ARE AS PREPARED AS POSSIBLE FOR POTENTIAL EMERGENCIES.

2. OPERATION PREPARE. OPERATION PREPARE IS A FLEET-WIDE EMERGENCY PREPAREDNESS EDUCATION AND AWARENESS PROGRAM. IT PROVIDES NAVY FAMILIES VALUABLE TOOLS AND RESOURCES TO HELP PREPARE IN THE EVENT OF A DISASTER. KNOWING WHAT TO DO CAN SAVE TIME, PROPERTY, AND LIVES. INFORMATION ON PLANNING, PREPARING EMERGENCY KITS, AND OTHER RESOURCES CAN BE ACCESSED ON LINE AT [HTTPS://WWW.CNIC.NAVY.MIL/CNIC_HQ_SITE/WHATWEDO/EMERGENCYMANAGEMENT/OPERATIONPREPAREDNESS/INDEX.HTM](https://www.cnic.navy.mil/cnic_hq_site/whatwedo/emergencymanagement/operationpreparedness/index.htm) (LOWERCASE). SOME EMERGENCY PREPAREDNESS ELEMENTS ARE LISTED BELOW.

A. BE INFORMED. FIND OUT WHICH DISASTERS ARE MOST LIKELY TO OCCUR IN YOUR AREA AND THE HISTORY OF THEIR OCCURRENCE.

B. MAKE AN EVACUATION PLAN. AS A FAMILY, DISCUSS WHERE YOU WILL GO IN THE EVENT OF AN EMERGENCY. DISCUSS WHERE YOUR CHILDREN WILL GO IF THEY ARE IN SCHOOL AT THE TIME OF THE EMERGENCY, AND MAKE SURE THEY UNDERSTAND WHERE YOU INTEND TO BE.

C. MAKE A FAMILY COMMUNICATIONS PLAN. CREATE A PLAN FOR FAMILY COMMUNICATION IN THE EVENT YOU ARE SEPARATED DURING AN EMERGENCY. CREATE A SHEET OR CARD WITH PHONE NUMBERS AND INFORMATION EVERY FAMILY MEMBER MAY NEED AND MAKE SURE THEY HAVE A COPY OF THE COMMUNICATIONS PLAN. PROVIDE A COPY OF THE EMERGENCY CONTACT INFORMATION TO YOUR COMMAND AND COMMAND OMBUDSMAN. ESTABLISH AN IN-CASE-OF-EMERGENCY (ICE) NAME AND PHONE NUMBER THAT IS SAVED IN EVERYONE'S CELLULAR PHONE. IN THE EVENT OF AN EMERGENCY, PHONE LINES AND CELLULAR PHONE TOWERS MAY BE OVERLOADED OR OUT OF SERVICE. TRY USING TEXT MESSAGING IF NORMAL COMMUNICATION OPTIONS ARE NOT AVAILABLE. MANY TIMES, UNDER EMERGENCY CONDITIONS, PAY PHONES CONTINUE TO FUNCTION - HAVE QUARTERS. IF POSSIBLE, USE AN OUT-OF-STATE RELATIVE AS A PHONE RALLYING POINT FOR YOUR FAMILY.

D. PRACTICE YOUR PLAN. SET UP PRACTICE EVACUATIONS OR SHELTER-IN-PLACE DRILLS TO ENSURE EVERYONE IN THE FAMILY KNOWS WHAT TO DO AND WHERE TO GO IN THE EVENT OF AN EMERGENCY.

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E. MAKE AN EMERGENCY KIT. TO FULLY PREPARE YOUR FAMILY FOR AN EMERGENCY, CREATE ONE OR MORE EMERGENCY KITS WITH ENOUGH SUPPLIES TO LAST AT LEAST THREE DAYS. BASIC EMERGENCY KITS SHOULD INCLUDE A HOME EMERGENCY KIT, PORTABLE EMERGENCY KIT, WORKPLACE EMERGENCY KIT, AND VEHICLE EMERGENCY KIT. ASSEMBLE YOUR KITS WITH ESSENTIAL SUPPLIES FOR SURVIVAL PLUS MEDICINE AND ITEMS FOR SPECIAL NEEDS. INCLUDE A COPY OF YOUR FAMILY COMMUNICATION PLAN, QUARTERS FOR PAY PHONES, AND IMPORTANT DOCUMENTS. KEEP YOUR IMPORTANT DOCUMENTS SEALED IN A PORTABLE WATER TIGHT CONTAINER FOR PROTECTION. ROUTINELY EVALUATE YOUR KITS AND THEIR RELEVANCE TO THE THREATS IN YOUR AREA. KEEP YOUR EMERGENCY SUPPLY KITS UP TO DATE, REPLACING WATER AND PERISHABLES PERIODICALLY. MAKE SURE EVERYONE KNOWS WHERE THE KITS ARE LOCATED.

F. MUSTER. DURING OR FOLLOWING A DISASTER, THE NAVY MUST BE INFORMED OF YOUR STATUS AND NEEDS. YOU ARE REQUIRED TO MUSTER OR REPORT YOUR WHEREABOUTS WITH YOUR COMMAND TO ENSURE ALL MEMBERS OF OUR NAVY FAMILY ARE ACCOUNTED FOR. FOR MUSTERING PURPOSES, OUR NAVY FAMILY IS CONSIDERED AS ALL ACTIVE-DUTY, PERSONNEL RESERVE PERSONNEL, THEIR FAMILIES (AS LISTED IN THE DEERS DATABASE), NAVY CIVILIAN EMPLOYEES, (CIVIL SERVICE AND NON APPROPRIATED FUND EMPLOYEES (NAF/NEX)), AND THEIR FAMILIES. EVERYONE HAS A RESPONSIBILITY TO PROPERLY ACCOUNT FOR THEIR STATUS FOLLOWING AN INCIDENT. TO MUSTER, FOLLOW YOUR COMMAND ESTABLISHED PROCEDURES.

IF YOUR COMMAND OR ALTERNATE COMMAND CANNOT BE REACHED:

(1) LOG INTO THE NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS) AT [HTTPS://WWW.NAVYFAMILY.NAVY.MIL](https://www.navyfamily.navy.mil).

(2) IF A COMPUTER IS NOT ACCESSIBLE, CALL THE NAVY PERSONNEL COMMAND EMERGENCY COORDINATION CENTER (NPCECC) AT 1(877)414-5358 or 1(866)297-1971 (TDD).

G. RECOVER. IF YOU OR YOUR FAMILY HAVE BEEN AFFECTED BY A DECLARED EMERGENCY AND YOU NEED ASSISTANCE, LOG INTO NFAAS AT THE WEB ADDRESS ABOVE OR CALL NPCECC ASSESS AND COMMUNICATE YOUR NEEDS. FOLLOW THESE STEPS TO ENSURE YOU RECEIVE PROPER RECOVERY ASSISTANCE FROM THE NAVY:

(1) ACCOUNT, UPDATE, AND VERIFY: AFTER MUSTERING, VERIFY YOUR CONTACT INFORMATION IN NFAAS IS CORRECT AND CURRENT.

(2) FILL OUT A NEEDS ASSESSMENT SURVEY: INDICATE WHAT TYPE OF ASSISTANCE YOU ARE SEEKING (E.G., HOUSING, FINANCE, LEGAL). INFORMATION PROVIDED IN THE SURVEY IS CONFIDENTIAL AND WILL BE USED ONLY BY NAVY PROFESSIONALS AND SUBJECT MATTER EXPERTS TO AID WITH RECOVERY EFFORTS.

(3) MANAGING THE RECOVERY PROCESS: A CASE MANAGER WILL CONTACT YOU BASED ON THE INFORMATION PROVIDED IN THE SURVEY. TOGETHER, YOU WILL DETERMINE THE APPROPRIATE RESPONSE OR ASSISTANCE NEEDED FOR YOUR RECOVERY EFFORTS.

3. CONSIDERATIONS FOR ALL MILITARY PERSONNEL AND FAMILIES.

A. EACH TIME YOU RELOCATE, LEARN THE TYPES OF EMERGENCIES LIKELY TO AFFECT THE AREA AND UPDATE YOUR EMERGENCY PLAN AND KITS WITH NEW MATERIALS AS NECESSARY.

B. NFAAS CONTACT INFORMATION SHOULD BE VERIFIED/UPDATED TWICE A YEAR AND WHEN YOU RELOCATE, WITH ANY CHANGES IN ADDRESS, PHONE, OR E-MAIL.

C. BE AWARE THAT MASS WARNING SYSTEMS DIFFER AT DIFFERENT LOCATIONS. IT COULD BE AN OUTSIDE SPEAKER, SIREN, TELEPHONE ALERT, OR SOME OTHER SYSTEM OR PROCEDURE.

4. STATIONED ABROAD.

A. THE EMERGENCY NUMBER IS PROBABLY NOT 911 AND MAY DIFFER ON AND OFF THE INSTALLATION. YOU AND YOUR FAMILY SHOULD KNOW THE OPERABLE NUMBERS.

B. YOUR EMERGENCY KITS SHOULD INCLUDE SOME ADDITIONAL ITEMS SUCH AS

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PASSPORTS, BIRTH ABROAD CERTIFICATES FOR CHILDREN BORN OVERSEAS, CASH IN THE LOCAL CURRENCY, A CARD WITH LOCAL TRANSLATIONS OF BASIC TERMS AND AN ELECTRICAL CURRENT CONVERTER.

C. IF YOU LIVE OFF BASE, LEARN A FEW KEY PHRASES IN THE HOST NATION LANGUAGE AND GET TO KNOW NEIGHBORS WHO COULD ALERT YOU ABOUT AN ON-GOING EMERGENCY.

D. FOR AN EMERGENCY THAT OCCURS "OUTSIDE THE FENCE," RESPONSE (EVACUATIONS, SHELTER INSTRUCTIONS, ETC.) WILL BE LED BY THE LOCAL GOVERNMENT. COOPERATE WITH THE HOST-NATION RESPONDERS AND FOLLOW THEIR INSTRUCTIONS.

5. PETS. WHEN PREPARING FOR AN EMERGENCY, BE SURE TO INCLUDE ARRANGEMENTS FOR YOUR PETS. YOUR EMERGENCY PREPAREDNESS KITS SHOULD CONTAIN PROVISIONS FOR THEM. KNOW IN ADVANCE HOW YOU WILL HANDLE YOUR PETS IF YOU NEED TO EVACUATE. IF YOU MUST LEAVE THEM BEHIND, MAKE SURE THEY HAVE ACCESS TO FOOD, WATER, AND SHELTER. DO NOT LEAVE THEM CHAINED, TIED, OR CONFINED OUTSIDE.

PRIMARY THINGS TO REMEMBER: PET FOOD FOR AT LEAST 3 DAYS (7-10 DAYS IS RECOMMENDED), MEDICAL/VACCINATION RECORDS, LEASHES, CARRIERS, AND PICTURES OF YOUR PET. IT IS IMPORTANT YOU HAVE A PHOTO OF YOU WITH YOUR PET(S). THIS PHOTO WILL FACILITATE LOCATION AND REUNION WITH YOUR PET SHOULD YOU BECOME SEPARATED.

MORE INFORMATION ON EMERGENCY AND DISASTER PET PREPAREDNESS CAN BE FOUND AT THE FOLLOWING WEB SITES: FEMA AT [HTTP://WWW.FEMA.GOV/PLAN/PREPARE/ANIMALS.SHTM](http://www.fema.gov/plan/prepare/animals.shtm) (LOWERCASE); ASPCA AT [HTTP://WWW.ASPCA.ORG/ PET-CARE/DISASTER-PREPAREDNESS/](http://www.asPCA.org/pet-care/disaster-preparedness/) (LOWERCASE); AND, THE HUMAN SOCIETY OF THE UNITED STATES AT [HTTP://WWW.HUMANESOCIETY.ORG/ISSUES/ANIMAL_RESCUE/TIPS/DISASTER_PREPAREDNESS_FOR_1.HTML](http://www.humanesociety.org/issues/animal_rescue/tips/disaster_preparedness_for_1.html) (LOWERCASE).

6. NAVAL SERVICES FAMILY LINE. AN EXCELLENT RESOURCE FOR NAVY FAMILY EMERGENCY PREPAREDNESS IS THE BOOKLET "ARE YOU READY, GUIDELINES FOR NAVY FAMILY EMERGENCY PREPAREDNESS." IN THIS BOOKLET YOU WILL FIND GREATER DETAIL ON MANY OF THE TOPICS DISCUSSED HERE. IT CAN BE DOWNLOADED AT [HTTP://WWW.CNIC.NAVY.MIL/CNIC_HQ_SITE/WHATWEDO/FAMILYLINE/FAMILYLINEPUBLICATION/INDEX.HTM](http://www.cnIC.NAVY.MIL/CNIC_HQ_SITE/WHATWEDO/FAMILYLINE/FAMILYLINEPUBLICATION/INDEX.HTM) (LOWERCASE).

7. ADDITIONAL INFORMATION.

A. AMERICAN RED CROSS: [HTTP://WWW.REDCROSS.ORG/PREPAREDNESS](http://www.redcross.org/preparedness).

B. DEPARTMENT OF HOMELAND SECURITY: GET A KIT - MAKE A PLAN - STAY INFORMED [HTTP://WWW.READY.GOV/AMERICA/](http://www.ready.gov/america/) (LOWERCASE).

C. FEMA: [HTTP://WWW.FEMA.GOV/PLAN/PREPARE/INDEX.SHTM](http://www.fema.gov/plan/prepare/index.shtm) (LOWERCASE).

8. THE TIME AND EFFORT YOU AND YOUR FAMILY INVEST UP FRONT TO PLAN WILL MAKE A DIFFERENCE IN YOUR ABILITY TO HANDLE ANY POTENTIAL SITUATION. THE RECENT FLOODING IN PARTS OF OUR NATION, ESPECIALLY THE FLOODS IMPACTING THE OPERATIONS OF NAVY PERSONNEL SERVICES IN MILLINGTON, TN, REMIND US OF THE IMPORTANCE OF EMERGENCY PLANNING.

FLOODS, TORNADOES, EARTHQUAKES, HURRICANES, FIRES, POWER OUTAGES, CHEMICAL LEAKS, AND OTHER NATURAL AND MANMADE DISASTERS REQUIRE YOU TO PLAN AHEAD OF TIME FOR THE SAFETY AND WELL-BEING OF YOUR FAMILY.

9. POINT OF CONTACT: MS. BETTY TALLEY, OPNAV N135F, AT (901) 874-4299/DSN 882 OR VIA E-MAIL AT [BETTY.TALLEY\(AT\)NAVY.MIL](mailto:BETTY.TALLEY(AT)NAVY.MIL).

10. RELEASED BY MS. STEFFANIE B. EASTER, N1B.//

BT #0001 NNNN